

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2> <p style="text-align: center;">Reissue</p>		広報番号： Announcement No.	RDC-01-09(R)	
		募集締切日： Closing Date	21 Jul 09 1 st cut-off: 9 Jun 09 2 nd cut-off: 30 Jun 09	
		発行日： Date of Issue	20 May 09	
1.職種名 Job title (等級 Grade <u>4</u> / 語学等級 LAD <u>3</u>) <h3 style="text-align: center;">Emergency Services Dispatcher #3113</h3> <p style="text-align: center;">(緊急活動隊派遣職)</p> <p style="text-align: center;">受諾可能な下位等級 Acceptable Trainee Level: 3-3</p> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Blue Collar Trade <input checked="" type="checkbox"/> 保安系 Security <input type="checkbox"/> 医療系 Medical </div>		募集人数 No. of Recruitment <h2 style="text-align: center; color: red;">1 名</h2>	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員 (全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant	
2.部隊 Activity Commander U.S. Naval Forces, Japan Operations Department Emergency Management Division Regional Dispatch Center 勤務場所 Working Place: Yokosuka		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (__ カ月 Months)		
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: Every Other Day 勤務時間・休憩 Work Hours/Recess Period: 0730 – 0730 or 0700 - 0700, next day 休憩 Recess Period: 1 hour <input checked="" type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel				
6.職務内容 Duties <p style="text-align: center;">See attached task list.</p>				
7.資格要件／身体条件 Qualification/Physical Requirements a. 1 year of specialized experience equivalent at 3-3 level in the field of emergency dispatch related fire/police/medical services and rescue operations. b. Must have DoD Telecommunicator I & II certification. c. Skill in operating multiple communication equipment including 911 emergency telephone calls. d. Skill in operating and maintaining communication network system and numerous alarm panels/monitors. e. Skill in typing (keyboard operation) 20 words per minute or more. f. Ability to make critical decision without obtaining guidance from the supervisor in emergency. g. Ability to read, write and speak English and Japanese at a native level. Proficiency in English Communications is a core requirement of the job. * Must not have color blindness and/or weakness. * Must be able to report for duty 24 hours a day, whether public transportation is available or not. *A potentially qualified applicant may be selected at grade 3-3 level as below: a. Must have 1 year of clerical, technical, or administrative work experience in any field, OR 1 year of specialized experience equivalent at 3-2 level in the related work, OR combination of the above experiences for a total of at least 1 year, OR completion of 4-years college/university in any field. b. Must have or be able to obtain Telecommunicator I & II certification within (1) year by enrolling in Department of Defense (DOD) certification program. * Handicapped applicants may be accepted, depending on the degree and kind of disability.				
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 <div style="text-align: right;">Exceptional</div>				
学歴 Educational Background : N/A		免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8		

8.提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input type="checkbox"/> 運転免許証の写し Copy of Driver's License <input type="checkbox"/> 修了証／証明書の写し Copy of Certificate <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy		Work in a single office for predetermined time.
9. 応募書類提出先 Office to Submit 内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、午後 0600 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600hrs to 1800hrs.): （注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible. 1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to: 〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地日本人雇用課 (N132) COMNAVFJORJAPAN, Human Resources Office (HRO) Yokosuka 内線/Extension 243-8152 JN Employment Division (N132) *募集に関する質問等は部隊担当者名 Office/POC: Ms. Konno, 軍電 (DSN) 243-4638 ☎直通 046-816-4638 でも受け付けています。 受付時間：0900 - 1500 2. 外部（非従業員）提出先 Off Base Applicants must submit to: 〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA 管理第一係 Management Section 電話番号 Phone 046-828-6959 受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.		
事務処理欄 For Official Use		
PD No.: CNFJ-N3RDC-002	PD is accurate and current. Certified by Activity: ak	HRO: (rcvd: 2/17) jt 2/17 (rcvd: 5/19) jt 5/19

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
 提出された応募書類はお返ししません Submitted applications will not be returned.

Task List for Emergency Services Dispatcher #3113-4

A. Call Taking and Dispatch:

1. The incumbent is the initial point of contact for the public, government officials and outside agencies who are seeking emergency/non-emergency fire/police/medical services within the CNFJ Region's AOR and serving primarily and COMFLEACT Yokosuka area.
2. Handling high volume of telephone calls, the incumbent conducts initial screening to analyze the situation, determining if the request is emergent or non-emergent in nature. Records addressed information for call-back and identification purposes determines priority of response and surveys the area of where the services are required for the available units responding.
3. Allocate the number of units required to respond based on the nature of the call, dispatch the units to the area via radio/station cons and relays pertinent information to the responding units. Ensure updated information is received and disseminated as it becomes available providing the information to the responding personnel/units, notifying organizations and agencies as determined appropriate, initiating move-ups, coverage and mutual aid request for assistance. Monitors all activity of field personnel/units and assist the on-site supervisor/command post in coordinating adequate response to the incidents in progress.
4. Calmly control the reporting parties in time of anxiety fear and panic by providing vital pre-arrival instructions.
5. Assist field officers with information that is available from the Consolidated Law Enforcement Operation Center (CLEOC) such as vehicle registration license plate verification vehicle ownership previous encounters involving the individuals, etc.

B. Alarm Monitoring:

1. The incumbent monitors closed circuit television screens trained on sensitive areas and critical assets for variety of security reasons. Analyzes images displayed for authorized or unauthorized presence within the range of the CCTV camera while monitoring CCTV screens located in the RMC.
2. Rapidly supplies information to the proper activity, i.e., Fire/Police/Medical of suspicious or unauthorized activity or alarm activation based on image displayed on CCTV and dispatches appropriate units to the scene.
3. Monitors and/or operates numerous alarm panels/monitors involving Fire/Police/Medical alarm system, including fire alarm, call boxes maintenance related items, intrusion detection systems and various security alarms. Also responsible for setting and resetting alarm activation in the RMC to ensure alarm was not malfunction, false or actual.
4. Rapidly supplies information to the proper activity, i.e., Fire/Police/Medical or the alarm activation and dispatches proper unit to the scene.
5. Ensures all communication and alarm system are in proper working order. When found defective, initiates immediate corrective actions by notifying the System Administrator (SA) for the RMC and the Chief Dispatcher, ensuring that the operations are not affected.

C. Administrative:

1. Prepare and maintains a properly documented communications log of all emergency incidents including incoming telephone calls, incoming/outgoing radio transmissions, emergency responders movements.
2. Prepare and maintain a properly documented alarm control log of all alarm conditions to include setting, activation, deactivation, maintenance and other pertinent alarm information.
3. Prepare and maintain running logs of all major events listing all pertinent information to include proper notification of higher authorities and/or outside agencies on the CAD/FRMS (Fire & Rescue Management System).
4. Prepare and maintain National Fire Incident Reporting System (NFIRS), which are mandated by Federal Emergency Management Agency (FEMA) and Department of Defense (DOD). The information is subsequently entered into a dedicated computer through a web-based program and saved/maintained in a United States Fire Administration (USFA)

server for reference.

5. Maintains manpower status report and keeps an accurate log for future utilization. Ensures recall rosters for key personnel are accurate. Maintains a complete and accurate listing of all alarm tied into the RMC.

6. Operates the Dialogic Communicator telephonic mass warning system as directed. Maintains the database of personnel contact information and builds call groups for notification for various emergency situations.

Performs other duties as may be assigned.